

# HOUSING QUALITY STANDARDS (HQS) INSPECTION CHECKLIST



Foothills Regional Housing (FRH) is required by the Department of Housing and Urban Development to ensure that all housing units occupied by Housing Choice Voucher Recipients meet certain health and safety standards, referred to as Housing Quality Standards (HQS).

Before FRH enters into a Housing Assistance Payment (HAP) Contract and issues rental assistance payments, units must pass an initial HQS inspection. Units must also pass annual inspections for payments to continue. If there are complaints, additional inspections may be performed. Randomized quality control inspections may also be performed.

An HQS inspector will contact the owner by phone to schedule the inspection.

## EXTERIOR

- Yards - maintained, weeds may not exceed 6 inches.
- Parking Areas - maintained and free of unsafe vehicles.
- Street Numbers - present and visible from street in contrasting color to the unit exterior.
- Handrail - required on stairways of four or more steps and on unprotected heights over 30 inches (i.e., balconies).
- Fences - maintained (no exposed nails, missing slats, chipping paint, etc.).
- Exterior Surfaces - no excessive chipping, cracked, peeling, chipping paint.
- Trash Disposal - must be available.
- Roof - good condition and no signs of leaking.
- Graffiti - none allowed on the exterior of building, sidewalks, or fences.

## KITCHEN

- Clean floors, sinks, countertops, and cabinets.
- Sink:
  - Must have hot/cold running water
  - No leaks in pipes or faucet
  - Proper gas trap (p-trap or j-bend)
  - Faucet turns off completely
- Stove:
  - All burners operate
  - All knobs present and settings visible
  - Oven works and lights automatically, if gas
  - Door gasket present and in good condition
  - Clean inside and out (no grease around stove)
- Refrigerator:
  - Clean and working
  - Door gaskets in good condition
  - Freezer door should latch closed
- Overhead Light Fixture - functions properly.

- Cabinets - doors properly secured and drawers slide freely.
- All appliances and fixtures function properly: disposal, dishwasher, range vent hood, etc.
- Tile floors and countertops - in good condition, if applicable.

## LIVING ROOM

- Front Door - lock functions properly.
- Windows - all have a permanently attached working lock; at least one able to close or stay open.

## BATHROOM(S)

- Clean bathtub, toilet, tile, walls, floor, vanity, mirrors, medicine cabinet, and sink. No rust or mildew.
- Adequate Ventilation - properly operating fan or window that opens.
- Toilet - flushes properly, no drain blockage or leaks and is secure to floor.

- Light Fixture - properly functions.
- Hot/cold running water in bathtub and sink.
- Permanently attached, working lock on window (if accessible from outside).
- No leaks in pipes or faucet and proper gas trap (p-trap or j-bend).
- Properly installed towel bars, toilet paper holds, and soap dishes (absence of these will not fail but will be noted in the report).

## BEDROOM(S)

- Each bedroom must have one window that opens; all windows must have a permanently attached working lock and not be painted shut.
- If installed, at least one set of iron bars must have fluid motion and quick release capability.
- Floor area must not be less than seventy (70) square feet.

## GENERAL INTERIOR

- Doors to outside - properly working locks. One exit must be accessible to outside without the use of a key.
- Interior Doors - no simple bolt, double-cylinder dead bolt barrel, or hasp locks on outside of doors preventing exit from a room
- Ceilings/Walls - no large cracks, holes, deteriorated paint, leaks, air infiltration, or serious structural defects.
- Screens - not required but if present, must fit properly with no holes or tears.

- Pest Control - no sign of mice, cockroaches, or other vermin.
- Floors - sanitary and decent with no large cracks, holes, torn carpet, buckling, or severely chipped tile. Check for tripping hazards.
- Permanent Heating System - present, working, properly vented, and of sufficient size for the unit.
- Hot Water Heater - must have a pressure relief valve with a discharge line of galvanized steel or hard copper of the same diameter as the valve opening and directed downward 6-24 inches from the ground. If inside, it should be vented to the outside or down 6-24 inches from an approved drainage outlet and must have safety dividers or shields.
- Windows - no missing or broken panes, large cracks, or leaks. Must be able to close or stay open. Windows accessible from outside must have permanently attached working locks.
- Weather Stripping - on windows and doors if gaps allow drafts.
- Smoke Detector - one working smoke detector required for each floor of the unit and installed per NFPA 72 standards.
- Carbon Monoxide Detector - working and installed near the bedrooms in accordance with CO HB09-1091.
- Closet Doors - not required but if present, must be on track and working properly.

- Appliances/fixtures - all must be working
- Electrical Switches and Outlets - no cracked covers, missing plates, exposed fuse box connections, or wires in unsafe places.
- Outlets - if the unit has three pronged outlets they must be grounded or have properly functioning ground fault circuit interrupter (GFCI).
- All units within 6 feet of splashing water must be GCFI protected.

## FAILED INSPECTION

If a unit fails the initial inspection, all non-life-threatening failed items must be corrected within 30 days. All life-threatening failed items must be corrected prior to FRH issuing any payment to owner.

If a unit fails an annual inspection, failed items must be corrected for payment to continue. If a failed item is life-threatening, it must be repaired within 24 hours, according to federal law. Additional time may be granted in cases where extensive repairs are needed.

If the tenant is responsible for damages you may require the tenant to pay for the repair(s). Written notice must be given to the tenant with a copy provided to FRH. If they fail to repair the damages they may have their voucher terminated.